

TECHNOLOGY ADMINISTRATION

OFFICE OF THE UNDER SECRETARY/OFFICE OF TECHNOLOGY POLICY

NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

NATIONAL TECHNICAL INFORMATION SERVICE

FISCAL YEAR 2000

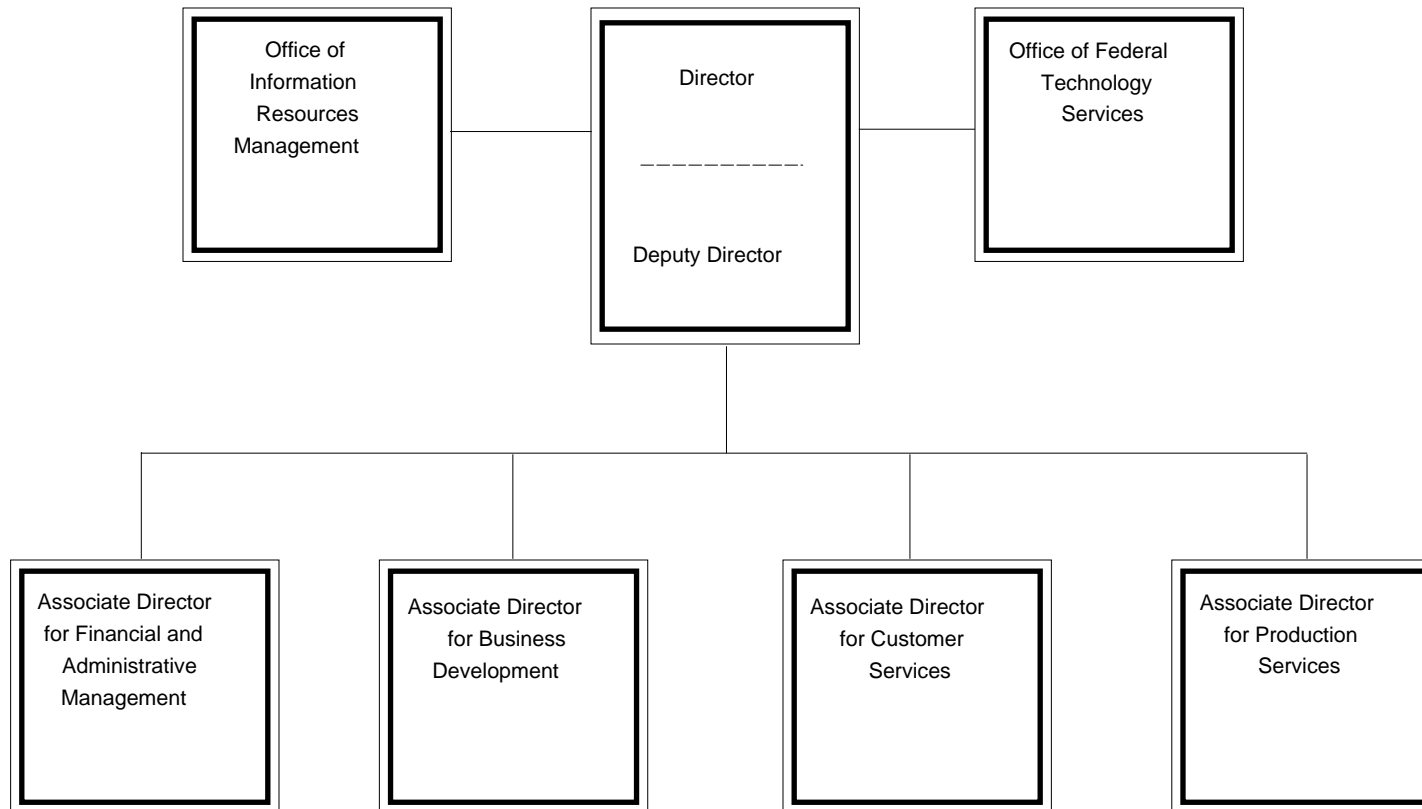
BUDGET REQUEST TO CONGRESS

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund
BUDGET ESTIMATES, FISCAL YEAR 2000
PRESIDENT'S SUBMISSION

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U.S. DEPARTMENT OF COMMERCE
NATIONAL TECHNICAL INFORMATION SERVICE



DEPARTMENT OF COMMERCE
NATIONAL TECHNICAL INFORMATION SERVICE
Budget Estimates, Fiscal Year 2000
President's Submission

General Statement

Goals of the Program

The National Technical Information Service (NTIS), a component of the Technology Administration, promotes innovation and economic growth by (a) collecting, organizing and disseminating scientific, technical, and related business information that is produced by or is useful to do business with Federal agencies, and (b) providing sophisticated services to other Federal agencies that help them interact with, and better serve, the information needs of their own constituencies.

Statement of Objectives

NTIS' Revolving Fund enables it to meet its three basic objectives: (a) to operate a central clearinghouse of technical information that is useful to business and industry; (b) to develop electronic and other new methods or media for information dissemination; and (c) to provide information processing services for other federal agencies. Fees charged for NTIS' products and services are deposited into the NTIS Revolving Fund.

In FY 2000, NTIS is seeking a direct appropriation of \$2 million to augment the Revolving Fund receipts. This appropriation will be used to partially fund the costs associated with the organization and preservation of technical information. The Administration also intends to submit legislation clarifying NTIS' mission while providing it with greater flexibility.

Through FY 2003, NTIS' strategic objectives will be to (a) respond to the more business-oriented products that are coming into its permanent collection; (b) create new products that yield a steadier, more predictable "annuity" stream of revenue; (c) bring inventory and other costs under maximum control; (d) build an array of collaborative working arrangements with private sector partners; and (e) help other federal agencies meet their own information management and dissemination requirements.

Summary of Performance and Resources

NTIS expects to meet most of its needs through the sale of information products to the public and by providing sophisticated services to other federal agencies on a reimbursable basis. Over the past five years, NTIS has moved from a mainframe-based computing environment to a distributed architecture and integrated order processing and accounting system. These improvements in the core areas of production and delivery have enabled NTIS to deliver higher quality products with reduced turnaround time. Orders taken via telephone are automatically transferred to our electronic document retrieval system where the image files can be located, queued, and printed ten minutes after the order was placed. More than 70 percent of demand orders are now printed automatically this way. These improvements have also enabled NTIS to reduce the number of employees associated with taking and fulfilling orders and to reduce associated inventory costs from \$3.5 million to a steady level of less than \$1.0 million.

During this period, NTIS also focused on developing the capability to provide services to other agencies. This allows it to offset some of the costs for improving in-house capabilities. NTIS has developed the widely-known FedWorld system which hosts our online marketplace, supports our online subscription products, and will fuel our growth in the future, particularly as agencies begin to use the Internet not just to provide information, but to interact with their constituents through such applications as online registration processes, automated rule making, opinion gathering, etc.

Despite these actions, NTIS' current revenues do not cover all the costs of acquiring a product; abstracting, cataloging and indexing it so that it can easily be identified and merged into NTIS' permanent bibliographic database so that it can be located; and physically storing or scanning into an electronic image. The basic reason is that while technical knowledge should be preserved for the benefit of current and future researchers, few documents sell in sufficient number to cover their aggregate cost of acquisition, processing and storage. Accordingly, NTIS is seeking \$2 million to partially support these important activities in Fiscal Year 2000.

From now through FY 2003, NTIS will concentrate on (a) offering traditional customers improved channels of access and more rapid delivery; (b) offering nontraditional (online users) customers more current material of broader interest that can be viewed or, in selected categories, downloaded immediately; (c) reducing acquisition costs by expanding direct electronic linkages to other agencies; (d) reducing acquisition and cataloging costs by automating file format conversions; (e) reducing the cost of producing bibliographic records; (f) establishing NTIS as a recognized source of business-related information that agencies are depositing with us; (g) developing more online subscription products; and (h) continuing to develop and integrate advanced electronic services for other agencies.

NTIS plans to obligate \$60,000,000 of earned revenue and \$2,000,000 of direct appropriations in FY 2000.

(Dollar amounts in thousands)						
	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
National Technical Information Service:						
Direct Obligations:						
Revolving Fund.....	\$0	\$1,000	\$2,000	\$2,000	\$2,000	2,000
Reimbursement from offsetting collections:						
Information clearinghouse program	\$35,318	\$57,487	\$60,000	\$60,000	\$60,000	\$60,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total, NTIS	\$35,318	\$58,487	\$62,000	\$62,000	\$62,000	\$62,000

Note: Reimbursable Budget Authority, receipt and obligation data are estimates. Actuals will vary depending on products and services sold.

Exhibit 5

(Dollar amounts in thousands)

1/ Pursuant to P.L. 105-277 this transfer is to fund activities associated with Y2K compliance.

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund
SUMMARY OF EARNED REVENUE – REIMBURSABLE OBLIGATIONS
(Dollar amounts in thousands)

Activity: National Technical Information Service
Subactivity: Information Clearinghouse Program

		1998		1999		2000		2000		Increase/ (Decrease) over 2000 Base	
		<u>Actual</u>		<u>Currently Available</u>		<u>Base</u>		<u>Estimate</u>			
<u>Line Item</u>		<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
National Technical Information Service:											
Information Clearinghouse Program	Pos./BA	456	\$35,318	456	\$57,487	456	\$57,487	432	\$60,000	(24)	2,513
	FTE/Obl.	<u>338</u>	<u>\$35,318</u>	<u>424</u>	<u>\$57,487</u>	<u>424</u>	<u>\$57,487</u>	<u>400</u>	<u>\$60,000</u>	<u>(24)</u>	<u>2,513</u>
TOTALS	Pos./BA	456	35,318	456	57,487	456	57,487	432	60,000	(24)	2,513
	FTE/Obl.	338	35,318	424	57,487	424	57,487	400	60,000	(24)	2,513

The National Technical Information Act of 1988 provides that the Director of NTIS is authorized to “Employ such personnel as may be necessary to conduct the business of the Service”. The law goes on to provide that: “An increase or decrease in the personnel of the Service shall not affect or be affected by any ceiling on the number or grade of personnel” (15 USC 3704 (a)(1)(D)).

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund
SUMMARY OF FINANCING
(Dollar amounts in thousands)

Exhibit 7

	<u>1998 Actual</u>	<u>1999 Currently Available</u>	<u>2000 Base</u>	<u>2000 Estimate</u>	<u>Increase (Decrease)</u>
<u>Comparison by Activity</u>					
Total Obligations	\$35,318	\$58,487	\$57,487	\$62,000	\$4,513
Offsetting collections from:					
Federal funds	(15,690)	(23,980)	(23,980)	(29,000)	5,020
Trust funds	0	0	0	0	0
Non-Federal sources	(20,950)	(30,520)	(30,520)	(31,000)	480
Recoveries	0	0	0	0	0
Unobligated balance, start of year	(1,665)	(2,987)	(2,987)	0	(2,987)
Unobligated balance transferred	0	0	0	0	0
Unobligated balance, end of year	2,987	0	0	0	0
Unobligated balance lapsing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Authority	0	1,000	0	2,000	2,000
Transferred from other accounts	0	(1,000)	0	0	0
Transferred to other accounts	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Adjusted Appropriation	0	0	0	2,000	2,000

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund
ADJUSTMENTS TO BASE
(Dollars in thousands)

	<u>Positions</u>	<u>FTE</u>	<u>Amount</u>
Non-recurring Item	0	0	\$(1,000)
Total, Adjustments to Base	0	0	\$(1,000)

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund
JUSTIFICATION OF ADJUSTMENTS TO BASE
(Dollar amounts in thousands)

Exhibit 9

<u>Non-recurring Item</u>	<u>FTE</u>	<u>Amount</u>
<u>Transfer</u>	0	\$(1,000)

Pursuant to P. L. 105-277 a one-time transfer of \$1,000,000 was made in FY 1999 to fund activities associated with Y2K compliance. This funding is not required in FY 2000.

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund
PROGRAM AND PERFORMANCE: DIRECT OBLIGATIONS
(Dollar amounts in thousands)

Exhibit 10

Activity: National Technical Information Service
Subactivity: Information Clearinghouse Program

		1998		1999		2000		2000		Increase/ (Decrease) over 2000 Base		
		Actual		Currently Available		Base		Estimate				
<u>Line</u>	<u>Item</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	
National Technical Information Service:												
	Organization and Preservation of											
	Technical Information	Pos./BA	0	\$0	0	\$1,000 ¹	0	\$0	[25]	\$2,000	[25]	2,000
		FTE/Obl.	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>[23]</u>	<u>2,000</u>	<u>[23]</u>	<u>2,000</u>
TOTALS												
		Pos./BA	0	0	0	1,000	0	0	[25]	2,000	[25]	2,000
		FTE/Obl.	0	0	0	1,000	0	0	[23]	2,000	[23]	2,000

^{1/} Pursuant to P.L. 105-277 \$1,000,000 was transferred for Y2K compliance activities.

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund
PROGRAM AND PERFORMANCE – REIMBURSABLE OBLIGATIONS
(Dollar amounts in thousands)

Activity: National Technical Information Service
Subactivity: Information Clearinghouse Program

		1998		1999		2000		2000		Increase/ (Decrease) over 2000 Base	
		<u>Actual</u>		<u>Currently Available</u>		<u>Base</u>		<u>Estimate</u>			
<u>Line Item</u>		<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
National Technical Information Service:											
Information Clearinghouse Program	Pos./BA	456	\$35,318	456	\$57,487	456	57,487	432	60,000	(24)	2,513
	FTE/Obl.	<u>338</u>	<u>\$35,318</u>	<u>424</u>	<u>57,487</u>	<u>424</u>	<u>57,487</u>	<u>400</u>	<u>60,000</u>	<u>(24)</u>	<u>2,513</u>
TOTALS											
	Pos./BA	456	35,318	456	57,487	456	57,487	432	60,000	(24)	2,513
	FTE/Obl.	338	35,318	424	57,487	424	57,487	400	60,000	(24)	2,513

The National Technical Information Act of 1988 provides that the Director of NTIS is authorized to “Employ such personnel as may be necessary to conduct the business of the Service”. The law goes on to provide that: “An increase or decrease in the personnel of the Service shall not affect or be affected by any ceiling on the number or grade of personnel” (15 USC 3704 (a)(1)(D)).

Department of Commerce
Technology Administration
National Technical Information Service
Revolving Fund
JUSTIFICATION OF PROGRAM AND PERFORMANCE
(Dollar amount in thousands)

Activity: National Technical Information Service
Subactivity: Revolving Fund

Goal Statement

To foster the Nation's technological growth and job creation by ensuring that the results of Federally funded scientific and technical research and development are made accessible to U.S. business and industry.

Base Program

In FY 2000, NTIS expects to obligate \$62 million to operate as a central source for the public sale of domestic and foreign government funded scientific, technical and business information. The Information Clearinghouse Program operates as a central source for the public sale of domestic and foreign Government-funded scientific, technical and business information. The program directly promotes the development and application of science and technology, and provides channels for the dissemination of specialized information to business, industry, Government, and the public. Approximately 100,000 new technical information products are processed annually and made available. Through the acquisition and distribution of Government-produced computer programs and computerized databases, on-line access is provided to bibliographic databases produced by or for Government agencies. Access to summaries describing ongoing Government-funded research projects in the fields of physical sciences, engineering, and life sciences also are available. International agreements for the exchange of scientific and technical information are established, and foreign information is identified, acquired, translated, and disseminated to U.S. industry upon request.

Of the \$62 million NTIS expects to obligate in FY 2000, approximately \$5.5 - \$6.0 million, or slightly under ten percent, is spent to support NTIS activities relating to input processing and to storing scientific, technical, engineering and business information. The Administration is requesting \$2 million to partially fund these costs.

Most of the information that NTIS collects is produced by or for federal agencies. All other information is added to the extent it complements material in the NTIS permanent collection. Adding an item to NTIS' collection entails costs associated with acquiring a product; and abstracting, cataloging, and indexing so that it can be identified; merging it into NTIS' permanent bibliographic database; and physically storing it or scanning it into an electronic image for electronic storage. Creating the database (input processing) alone costs over \$3 million annually, of which NTIS recovers less than half by leasing it to the private sector. Acquisition and preservation costs are another \$2-3 million annually. This partial funding request reflects that the organization of technical knowledge in easily retrievable form benefits NTIS' current customers, future generations of researchers and the public at large who may benefit from their discoveries and innovations. Because the value of such knowledge cannot be measured by short-term sales volume alone, this ensures the permanent preservation of the taxpayers massive investment in research and development and ready access by all who may benefit from it.

Explanation and Justification

NTIS was established in the aftermath of World War II to make available to industry much of the formerly classified research performed throughout the country in support of the war effort as well as captured enemy research. In 1950, the Secretary of Commerce was given the statutory mission to collect and organize scientific, technical, and engineering information "from whatever sources, foreign or domestic, that may be available" and to "make it more readily available to industry and business, and to the general public" (15 U.S.C. 1151 et seq.). Over the course of its fifty-year history, NTIS has amassed a collection of over three million items including the most comprehensive collection of Federal research results and has operated for the most part in a self-sustaining manner by selling these items and by providing information-related services to other federal agencies.

Very few of these items return the cost to acquire, abstract, catalog, index, and store them. The vast majority of this information would not be included were NTIS operating as a private entity since most have very little sales potential. However, NTIS preserves material based on the potential research value to industry, not whether it has immediate sales potential. These activities bring order to what would otherwise be

chaos. Researchers would have no central source to find out what the Government has produced on a given technical subject. They would have to contact different agencies or bureaus within agencies, all of which would have different policies on public dissemination of commissioned works (or no policy at all), different classification schemes, and different attitudes toward permanent availability.

Since 1988, new information technology has complicated the challenge of bringing order out of chaos and made its solution even more imperative. Many agencies are taking advantage of the World Wide Web to make their information products directly accessible to the public. Many are abandoning print altogether in some of their product lines in favor of electronic publications, which may or may not be preserved. While the Web is a tremendous force for creating new linkages between individual agencies and their constituents and for empowering citizens “beyond the Beltway,” it creates distinct challenges for an agency that must assemble and collate large amounts of information produced by many agencies. In other words, the Web leads agencies to stop printing or sending their material to NTIS, putting NTIS in the position of trying to recoup its costs by selling documents that can often be downloaded for free from websites. It also means that users will have to go to multiple websites where there is no assurance that information will be preserved for any particular length of time.

The cumulative effect has been to reduce NTIS’ revenues to the point that it can no longer subsidize the work of collecting, cataloging, abstracting, indexing and storing all of this material from the sales of products and services to its private and public sector customers. NTIS has taken all reasonable steps to generate revenue and reduce costs. It has undergone a reduction in force and now has 337 employees, down from 390 at the beginning of FY 1997. Although it has made significant investments that boost productivity, fixed costs remain fairly constant.

These funds will be credited to NTIS’ Revolving Fund established by Public Law 102-395 and as such will remain available until expended.

NTIS is currently operating FedWorld, an on-line system that provides effective and comprehensive access to Government information. The system acts as an on-line locator system, offering access to a wide variety of products and services including final reports, unpublished documents and living documents such as electronic bulletin board systems and on-line databases. It not only serves as a locator service but also provides for ordering and acquiring the information in a timely and efficient manner. In FY 2000, NTIS will continue to operate and enhance the system using earned revenues, focusing especially on assisting Federal agencies with their requirements for information processing and communications with the public.

Selective performance measures to be used by NTIS include the following:

Quantitative Measures

Unit Sales Measures

	1998 <u>Actual</u>	1999 <u>Estimate</u>	2000 <u>Estimate</u>
Times FedWorld is accessed by users (monthly).....	50,462,005	25,000,000	27,000,000
FedWorld Files Downloaded (monthly).....	3,079,448	1,400,000	1,450,000
Information products catalogued and indexed.....	162,066	120,000	130,000
Number of Customer Complaints (average per week).....	80	115	105
Items in Archive*.....	2,823,431	2,901,365	3,101,000
Information Clearinghouse Program:			
Products Distributed.....	1,336,124	1,437,000	1,490,000
<u>Electronic Dissemination</u>			
Documents Stored Electronically.....	315,000	800,000	1,800,000
Documents Reproduced from Electronic Media*	188,726	2,500,000	3,500,000
<u>FedWorld Online Locator & Access System</u>			
Number of Agency Service Agreements.....	70	75	80
Number of Subscription Products.....	11	12	13

* In compliance with the GPRA presented in the DOC Annual Performance Plan.

Exhibit 12

	1998 <u>Actual</u>	1999 <u>Estimate</u>	2000 <u>Estimate</u>	2001 <u>Estimate</u>
<u>Financial Measures:</u>				
Quick Ratio	1.23	1.25	1.50	1.75
Current Ratio26	1.30	1.55	1.80
Percent change in sales volume (Clearinghouse Products Only)	-2.29%	-1.5%	-1.0%	-.5%
Gross Profit Margin (Clearinghouse Products Only)	-4.07%	-2.0%	-1.0%	.5%
Net Profit Margin (Clearinghouse Products Only).....	-10%	-5%	-2%	-1%
Inventory Turnover	48.81	50.0	50.0	50.0
Accounts Payable to Net Sales.....	.47	.45	.40	.35
Inventory to Working Capital14	.10	.08	.05
Accounts Receivable Turnover	14.63	15.0	15.5	16.0

Department of Commerce
 Technology Administration
 National Technical Information Service
 NTIS Revolving Fund
 INCREASE/DECREASE FOR FY2000 - Earned Revenue
 (Dollar amounts in thousands)

	FY 2000 Base		2000 Estimate		Increase (Decrease)	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
Information Clearinghouse Program	424	\$57,487	400	\$60,000	(24)	\$2,513

Department of Commerce
 Technology Administration
 National Technical Information Service
 NTIS Revolving Fund
 INCREASE/DECREASE FOR FY2000 - Direct Obligations
 (Dollar amounts in thousands)

Exhibit 13

	FY 2000 Base		2000 Estimate		Increase (Decrease)	
	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>	<u>FTE</u>	<u>Amount</u>
Organization and Preservation of Technical Information	0	0	[23]	\$2,000	[23]	\$2,000

This appropriation partially funds the costs associated with the organization and preservation of technical information. The Administration also intends to submit legislation clarifying NTIS' mission while providing it with greater flexibility.

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund - Reimbursable Obligations
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Exhibit 16

<u>Object Class</u>	<u>1998 Actual</u>	<u>1999 Currently Available</u>	<u>2000 Base</u>	<u>2000 Estimate</u>	<u>Increase/ (Decrease)</u>
11 Personnel compensation					
11.1 Full-time permanent	\$13,824	\$15,419	\$15,419	\$16,892	1,473
11.3 Other than full-time permanent	728	639	639	725	86
11.5 Other personnel compensation	38	425	425	545	120
11.8 Special personnel services payments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
11.9 Total personnel compensation	14,590	16,483	16,483	18,162	1,679
12.1 Civilian personnel benefits	3,678	3,853	3,853	3,957	104
13 Benefits for former personnel	0	0	0	0	0
21 Travel and transportation of persons	155	325	325	334	9
22 Transportation of things	1,217	750	750	700	(50)
23.1 Rental payments to GSA	1,396	1,375	1,375	1,397	22
23.2 Rental payments to others	521	300	300	300	0
23.3 Communications, utilities and miscellaneous charges	1,578	3,190	3,190	3,190	0
24 Printing and reproduction	437	2,000	2,000	2,000	0
25.1 Consulting services	16	126	126	150	24
25.2 Other services	4,709	17,835	17,835	16,065	(1,770)
25.3 Purchase of goods and services from Government accounts	3,480	4,000	4,000	7,395	3,395
25.4 Operation of GOCOs	0	0	0	0	0
25.5 Research and development contracts	0	0	0	0	0
25.7 Operation and Maintenance of Equipment	917	2,500	2,500	2,350	(150)
26 Supplies and materials	1,570	2,000	2,000	2,000	0
31 Equipment	1,054	3,000	3,000	2,000	(1,000)
32 Lands and structures	0	0	0	0	0

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund – Reimbursable Obligations
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Exhibit 16

Object Class	1998 <u>Estimate</u>	1999 Currently <u>Available</u>	2000 <u>Base</u>	2000 <u>Estimate</u>	Increase/ (Decrease)
41 Grants, subsidies and contributions	0	0	0	0	0
42 Insurance claims and indemnities	0	0	0	0	0
43 Interest and dividends	0	0	0	0	0
44 Refunds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
99 Total Obligations	35,318	57,487	57,487	60,000	2,513
Earned Revenue/Reimbursable Obligations	<u>35,318</u>	<u>57,487</u>	<u>57,487</u>	<u>60,000</u>	<u>2,513</u>
Total Obligations	35,318	57,487	57,487	60,000	2,513
Personnel Data					
Full-Time equivalent Employment:					
Full-time permanent	338	424	424	400	(24)
Other than full-time permanent	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	338	424	424	400	(24)
Authorized Positions:					
Full-time permanent	456	456	456	432	(24)
Other than full-time permanent	<u>23</u>	<u>23</u>	<u>23</u>	<u>18</u>	<u>(5)</u>
Total	479	479	479	450	(29)

NTIS - 30

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund - Direct Obligations
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Exhibit 16

<u>Object Class</u>	<u>1998 Actual</u>	<u>1999 Currently Available</u>	<u>2000 Base</u>	<u>2000 Estimate</u>	<u>Increase/ (Decrease)</u>
11 Personnel compensation					
11.1 Full-time permanent	\$0	\$0	\$0	\$1,252	1,252
11.3 Other than full-time permanent	0	0	0	0	0
11.5 Other personnel compensation	0	0	0	0	0
11.8 Special personnel services payments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
11.9 Total personnel compensation	0	0	0	1,252	1,252
12.1 Civilian personnel benefits	0	0	0	278	278
13 Benefits for former personnel	0	0	0	0	0
21 Travel and transportation of persons	0	0	0	0	0
22 Transportation of things	0	0	0	0	0
23.1 Rental payments to GSA	0	0	0	0	0
23.2 Rental payments to others	0	0	0	0	0
23.3 Communications, utilities and miscellaneous charges	0	0	0	0	0
24 Printing and reproduction	0	0	0	0	0
25.1 Consulting services	0	0	0	0	0
25.2 Other services	0	0	0	320	320
25.3 Purchase of goods and services from Government accounts	0	0	0	0	0
25.4 Operation of GOCOs	0	0	0	0	0
25.5 Research and development contracts	0	0	0	0	0
25.7 Operation and Maintenance of Equipment	0	0	0	150	150
26 Supplies and materials	0	0	0	0	0
31 Equipment	0	1,000	0	0	0
32 Lands and structures	0	0	0	0	0

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund – Direct Obligations
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Exhibit 16

<u>Object Class</u>	<u>1998 Estimate</u>	<u>1999 Currently Available</u>	<u>2000 Base</u>	<u>2000 Estimate</u>	<u>Increase/ (Decrease)</u>
41 Grants, subsidies and contributions	0	0	0	0	0
42 Insurance claims and indemnities	0	0	0	0	0
43 Interest and dividends	0	0	0	0	0
44 Refunds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
99 Total Obligations	0	1,000	0	2,000	2,000
Direct Obligations	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>
Total Obligations	0	1,000 ¹	0	2,000	2,000
Personnel Data					
Full-Time equivalent Employment:					
Full-time permanent	0	0	0	[23]	[23]
Other than full-time permanent	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	0	0	0	[23]	[23]
Authorized Positions:					
Full-time permanent	0	0	0	[25]	[25]
Other than full-time permanent	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	0	0	0	[25]	[25]

^{1/} Pursuant to P. L. 105-277 \$1,000,000 was transferred for Y2K compliance activities.

Department of Commerce
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NTIS Revolving Fund
JUSTIFICATION OF PROPOSED LANGUAGE CHANGES

1. To partially fund expenses relating to the collection, input processing, and preservation of scientific and technical information, \$2,000,000 to remain available until expended.

This appropriation partially offsets the costs associated with the organization and preservation of technical information. The Administration also intends to submit legislation clarifying NTIS' mission while providing it with greater flexibility.

Department of Commerce
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NTIS Revolving Fund
CONSULTING AND RELATED SERVICES
(Obligations in thousands)

Exhibit 34

	1998 <u>Actual</u>	1999 <u>Estimate</u>	2000 <u>Estimate</u>
Management and Professional Support Services	\$16	\$116	\$140
Studies, Analysis and Evaluations	0	10	10
Engineering and Technical Services	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$16	\$126	\$150

Providing products and services into the world marketplace, and serving as the primary source for the public sale of government-sponsored research and engineering reports, research in progress information, machine-processable data files and computer software, NTIS must acquire services supporting its varied operations.

Department of Commerce
Technology Administration
National Technical Information Service
NTIS Revolving Fund
PERIODICALS, PAMPHLETS, AND AUDIOVISUAL PRODUCTS
(obligations in thousands)

Exhibit 35

	<u>1997</u> <u>Actual</u>	<u>1998</u> <u>Actual</u>	<u>1999</u> <u>Estimate</u>	<u>2000</u> <u>Estimate</u>
Periodicals	\$15	\$11	\$15	\$16
Pamphlets	0	0	0	0
Audiovisuals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$15	\$11	\$15	\$16

Providing products and services into the world marketplace, and serving as the primary source for the public sale of government-sponsored research and engineering reports, research in progress information, and computer software, NTIS must acquire periodicals supporting these functions.

NTIS acquires various periodicals supporting its business type activities as well as its government activities. Marketing and promotional periodicals were purchased to provide insight into current trends, as well as marketing forecasts, which enabled NTIS to make the widest dissemination of information possible. Periodicals providing information about the latest computer software, and management objectives/techniques helped to continually improve service to customers using more efficient and effective methods of operations. Reference manuals, identifying essential information required to complete the records input into the NTIS database are a necessary acquisition to ensure complete useful data to customers.

Department of Commerce
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NTIS Revolving Fund
AVERAGE GRADE AND SALARIES

Exhibit 36

	1998 <u>Actual</u>	1999 <u>Estimate</u>	2000 <u>Estimate</u>
Average ES Grade	2.0	2.0	2.0
Average GS Grade	9.1	9.4	9.4
Average GS Salary	\$42,636	\$44,170	\$46,113